



# APPLICATION PACKET FOR A **MODIFICATION OF CONDITIONS OF APPROVAL**

## **REQUIRED SUBMITTALS:**

1. **Uniform Application** (One copy.)

Note: In the case of multiple applications, only one Uniform Application form need be submitted, so long as each application is included in the description of the proposal.

2. **Narrative demonstrating compliance with the criteria of the Woodburn Development Ordinance** (One paper copy plus one electronic copy, preferably in Microsoft Word format.)

3. **Latest recorded deed(s) for the subject property, or the recorded sales contract** (One copy.)

4. **Notification area map and mailing labels:**

- A map with the notification area, depicting a line 250 feet, equidistant from all boundaries of the subject property (one copy.)
- Self adhesive labels for each property within the notification area, showing the owner's name, the tax lot number of the ownership and the owner's mailing address (two copies.)
- An affidavit by the preparer of the notification list, that the address labels reflect the ownership and address data as contained in the current property tax rolls (one copy.)

Note: In the case of multiple applications, only one set of the notification area map and mailing labels need be submitted.

5. **Filing Fee:** \$100 plus half of the original application fee.

**Prior to deeming an application complete, the  
Director may request additional information.**

Modifications of Conditions are either Type II or Type III decisions, depending on the Type of associated applications (Partitions, Subdivisions, Design Reviews, etc.)

Type II decisions are made by the Director of Economic & Development Services. State law requires that notice of the decision be mailed to surrounding property owners, who may appeal the decision to the City Council. The Council may also choose to review the decision on its own motion. State law

gives the City 30 days to determine if the application is complete, and another 120 days to finish the decision process (including appeals.) A typical Type II application – one that is complete upon submittal and is not appealed – is usually finished in 4 to 6 weeks.

Type III decisions are made by the Planning Commission after a public hearing. State law requires that notice of the public hearing be mailed to surrounding property owners and posted on the property. Notice of the decision is mailed to surrounding property owners, who may appeal the decision to the City Council. The Council may also choose to review the decision on its own motion. State law gives the City 30 days to determine if the application is complete, and another 120 days to finish the decision process (including appeals.) A typical Type III application – one that is complete upon submittal and is not appealed – is usually finished in 6 to 10 weeks.



# CITY OF WOODBURN

Department of Economic & Development Services  
270 Montgomery Street • Woodburn, Oregon 97071  
Phone: 503-982-5246 • Website: [www.woodburn-or.us](http://www.woodburn-or.us)

File No: \_\_\_\_\_

Related Files: \_\_\_\_\_

## UNIFORM APPLICATION

(SOLICITUD UNIFORME)

### General Information (Información General)

<b>Project location</b> ( <i>Ubicación del Proyecto</i> ):	
<b>Tax Lot No.</b> ( <i>Designación del Evaluador del Condado</i> ):	
<b>Property owner</b> ( <i>Propietario</i> ):	<b>Applicant</b> ( <i>Solicitante</i> ):
<b>Mailing Address</b> ( <i>Dirección Postal</i> ):	<b>Mailing Address</b> ( <i>Dirección Postal</i> ):
<b>Telephone</b> ( <i>Teléfono</i> ):	<b>Telephone</b> ( <i>Teléfono</i> ):
<b>E-mail</b> ( <i>Dirección Cibernética</i> ):	<b>E-mail</b> ( <i>Dirección Cibernética</i> ):
<b>Description of the proposal</b> ( <i>Descripción del proyecto</i> ):	

### Requested Review (*Solicitud a revisar*)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> ACCESS PERMIT TO CITY ARTERIAL   | <input type="checkbox"/> EXTENSION OF A DEVELOP. DECISION | <input type="checkbox"/> VARIANCE          |
| <input type="checkbox"/> ANNEXATION                       | <input type="checkbox"/> MODIFICATION OF CONDITIONS       | <input type="checkbox"/> ZONING ADJUSTMENT |
| <input type="checkbox"/> CONDITIONAL USE                  | <input type="checkbox"/> PARTITION PRELIMINARY APPROVAL   | <input type="checkbox"/> ZONE CHANGE       |
| <input type="checkbox"/> DESIGN REVIEW                    | <input type="checkbox"/> PHASING PLAN                     | <input type="checkbox"/> OTHER:            |
| <input type="checkbox"/> EXCEPTION TO STREET IMPROV. REQ. | <input type="checkbox"/> SUBDIVISION PRELIMINARY APPROVAL |  |

### Certification (*Certificación*)

**I hereby declare that as applicant or property owner, I have read the foregoing application and know the contents of the application to be true.** (*Por la presente declaro que como solicitante o propietario, he leído la solicitud anterior y sé que lo contenido es verídico.*)

**Owner** \_\_\_\_\_  
(Firma del Propietario)

**Applicant** \_\_\_\_\_  
(Firma del Solicitante)

**Print Name** \_\_\_\_\_  
(Escriba en letra de molde)

**Print Name** \_\_\_\_\_  
(Escriba en letra de molde)

**Date** (*Fecha*) \_\_\_\_\_

**Date** (*Fecha*) \_\_\_\_\_